

**DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF HEALTH CARE FINANCING
ADMINISTRATOR'S MEMO SERIES**

NOTICE: 06-03

DATE: 12/30/05

RE: Wisconsin Funeral and
Cemetery Aids Program New
Reporting Requirement

To: County Departments of Human Services Directors
County Departments of Social Services Directors
Tribal Chairpersons/Human Services Facilitators
Tribal Economic Support Directors
W-2 Agency Directors

From: Mark B. Moody
Administrator
Division of Health Care Financing

PURPOSE

The purpose of this memorandum is to inform counties and tribes of new data reporting requirements related to the Wisconsin Funeral and Cemetery Aids Program (WFCAP).

BACKGROUND

Under current statute (s. 49.785 Wis. Stats.), counties and tribal governing bodies are required, for certain public assistance recipients (e.g., W-2 paid placements, certain categories of Medicaid, and other qualifying individuals as referenced in Section 1.1 of the WFCAP manual), to pay up to \$1,000 for cemetery expenses and up to \$1,500 for funeral expenses, when the estate does not have sufficient funding and there are no other funding sources. Counties and tribes are not required to pay for any cemetery expenses if the total cemetery expense exceeds \$3,500. Likewise, counties and tribes are not required to pay for any funeral expenses, if the total funeral expenses exceed \$3,500. The Department is required to reimburse counties and tribes for all required WFCAP expenses under the statute. The program is funded entirely with general purpose revenue (GPR). Each agency receives a separate WFCAP allocation, which is described in a separate Administrator's Memo.

The 2005-2007 Wisconsin Biennial Budget, 2005 WI Act 25, requires local agencies to report certain data to the Department of Health and Family Services as a condition of reimbursement under the Wisconsin Funeral and Cemetery Aids Program.

NEW REQUIREMENT EFFECTIVE JANUARY 1, 2006

As a condition of reimbursement under WFCAP, counties and tribes must report the following data for each deceased individual:

- Local Agency Name/Number
- Name of Deceased Individual (First, MI, Last)
- MA Recipient (Yes/No)

- W2 Paid Placement (Yes/No)
- Other Qualifying Individual (Yes/No)
- Total Funeral Cost
- Authorized Funeral Reimbursement
- Month/Year Funeral Reimbursement Paid
- Total Cemetery Cost
- Authorized Cemetery Reimbursement
- Month/Year Cemetery Reimbursement Paid

The first report will be due to DHFS no later than February 28, 2006 for January 2006 WFCAP expenses. Agencies are required to report this information on an excel spreadsheet in order to be reimbursed under WFCAP. DHFS has created the attached template and instructions for this purpose and will distribute an electronic version to agency designated contacts prior to January 1, 2006. This spreadsheet must be submitted to DHFS no later than the last day of the month following the month the expenses were incurred in order to receive payment on the next months' CARS run. The process for submitting these spreadsheets is also attached. Any spreadsheets not received by DHFS by the end of the month will be processed on the second months' CARS run.

For example, January expenses must be reported to DHFS no later than February 28th to be processed on the March CARS run. January expenses reported to DHFS after February 28th and before March 31st, will be processed on the April CARS run.

This differs from the current process both in the requirement to submit monthly detailed data and in the method of reporting. Agencies are required by 2005 Wisconsin Act 25 to submit their paid monthly WFCAP expense detail spreadsheets to DHFS as a condition of reimbursement. **As such, agencies will no longer be able to report their WFCAP expenses on the CARS DMT-600, CARS expense report form or the DMT 600T Tribal expenditure report. CARS profiles 103, 104, 66127, and 66128 will become state use only profiles.**

DHFS staff will upload monthly expenses to these profiles based on the spreadsheets submitted by the agencies. These expenses will then be reimbursed on CARS profile 105 or 66129. Agencies can still report their 2005 end of year close out expenses to these profiles using the CARS DMT 600 or DMT 600T report forms with their 2005 agency type numbers. **Effective with January 2006 expense reporting, profiles 103, 104, 66127, and 66128 may not be reported by agencies using 2006 agency type numbers.**

Agencies must also remember to keep the WFCAP Reimbursement Request forms (HCF 10141) as back-up to the spreadsheet for audit purposes.

DHFS is developing two contact lists associated with this new requirement. The first (the **WFCAP Contact List**) is a list of the contact person, and his/her backup, in each agency who will be compiling and submitting the spreadsheet to DHFS. This contact list will be used to notify agencies of changes to the spreadsheet and other reporting needs related to this requirement. Please submit the name of your agency's WFCAP contact person and backup online at <http://www.surveymk.com/s.asp?u=125101527333>.

The second (the **Fiscal/CARS Contact List**) is a list of each agency's CARS reporting contact person, and his/her backup. Please submit your agency's Fiscal/CARS contact person and backup online at <http://www.surveymk.com/s.asp?u=972691527738>.

Please assure that the contact information for both lists is submitted online no later than January 20, 2006 to avoid the possibility of delays in your reimbursement under WFCAP. Each agency *must* include a backup contact.

You will need to notify DHFS of any changes in these contacts, including changes in email addresses or phone numbers. Reports containing contact information for all agencies will be available at <http://dhfs.wisconsin.gov/em/imagencies/imagencyinfo.htm> after February 2006. Please check this site regularly to ensure contact information is current. You may email DHFS directly with updates using the link found on this web page.

If you have questions about how to report your agency's WFCAP expenses using the attached spreadsheet, please contact Steve Ploeser at 608-261-7794.

If you have questions about the effect of the new WFCAP reporting requirement on CARS reporting, please contact Jodi Ross at 608-266-8409.

If you have questions about 2005 WI Act 25 relative to WFCAP, please contact Scott Riedasch at 608-267-3524.

CENTRAL OFFICE CONTACT: **Excel Spreadsheet:** Steve Ploeser, 608-261-7794
 CARS: Jodi Ross, 608-266-8409
 2005 WI Act 25: Scott Riedasch, 608-267-3524